



## **COLUMBUS-BARTHOLOMEW PLANNING DEPARTMENT**

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### **Columbus - Bartholomew Planning Department Columbus, Indiana Job Announcement & Description**

## **“PLANNING INTERN”**

**Position open until filled.**

#### **Introduction:**

The Columbus-Bartholomew Planning Department welcomes the submittal of applications for its 2007 Planning Intern position. The Columbus-Bartholomew Planning Department is a Department of the City of Columbus, Indiana. The Department provides development review and land use policy guidance for both the City of Columbus and Bartholomew County.

The City of Columbus, population 40,000, is a regional center for financial services, health care, employment, entertainment, and shopping. The community is well recognized nationally for its vibrant downtown, quality parks and recreation amenities, and overall high quality of life. Columbus is home to the world headquarters of the Cummins Engine Company; the philanthropy of which has led to the City's listing as the 6<sup>th</sup> most significant American community for modern architecture.

Employment in the Planning Department will provide the Planning Intern with valuable experience in a dynamic city that emphasizes a high quality of community design and well crafted land use and development policies.

#### **Summary:**

The primary responsibility of the Planning Intern will be the development of a long-range planning study for a particular topic area or geographic location within the City of Columbus. Possible planning study topics include (1) the implementation of the recently adopted Columbus Downtown Redevelopment Plan, (2) a corridor study, and/or (3) the identification of policies encouraging re-investment in near-downtown Columbus neighborhoods.

The Planning Intern will participate in the overall operation of the Planning Department. The Planning Intern may be assigned specific research tasks related to development proposals that emerge during their employment.

#### **Typical Duties:**

1. Collection & analysis of data in the areas of demographics, land use, transportation, quality-of-life, housing, the natural environment, and related topics.
2. Design and authorship of planning documents.

3. Research, preparation, and presentation of studies and reports on specific community planning topics and issues.
4. Documentation and presentation of planning resources and information.

**Qualifications:**

The Planning Intern should either (1) currently be enrolled in graduate program or (2) have completed a minimum of 3 years of a bachelor's degree program in the topic area of community planning, urban design, public policy, geography, landscape architecture or a related field. Working knowledge of word-processing, graphic design, mapping, and publishing computer software is recommended. The Planning Intern shall display a general working knowledge of local government operations. Excellent verbal, written, and graphic communication skills are also required.

**Compensation:**

Compensation for the Planning Intern will be in the range of \$8.65 to \$12.36 per hour, based on qualifications. The employment period for the Planning Intern is estimated at 40 hours per week for a period of 12 weeks.

**Application Instructions:**

Interested candidates should submit a cover letter and resume to:

Tiffany Strait, AICP  
Senior Planner  
Columbus-Bartholomew Planning Department  
123 Washington Street  
Columbus, Indiana 47201

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**Note:**

*This job description is intended to provide a general overview of typical general duties, as well as the complexity of the work to be performed by this staff member. It is not intended as an exhaustive list of all duties, responsibilities, or specific tasks required of this person.*